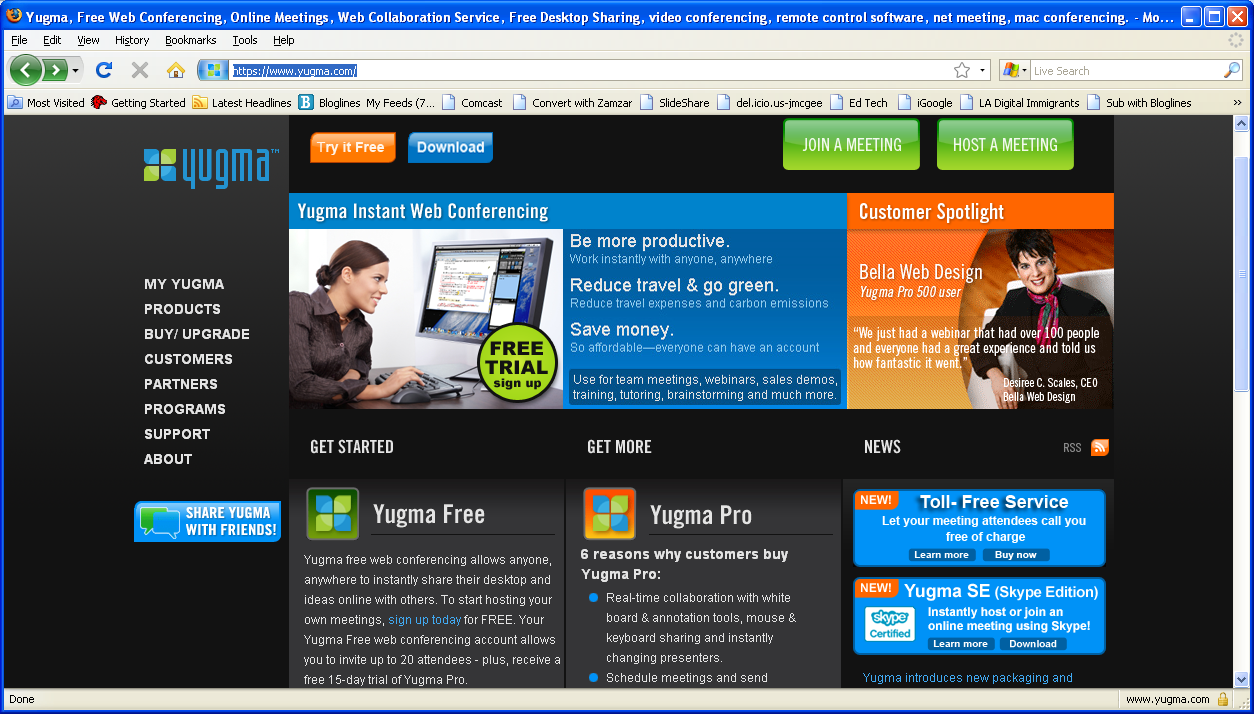
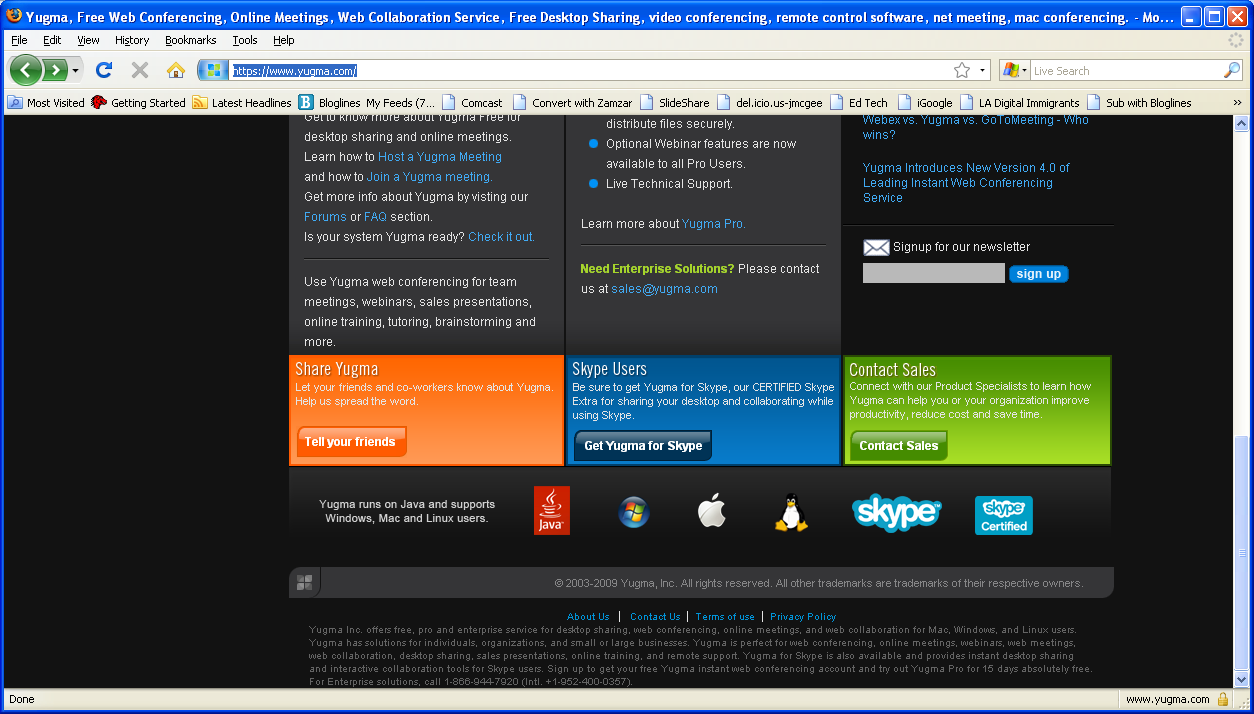
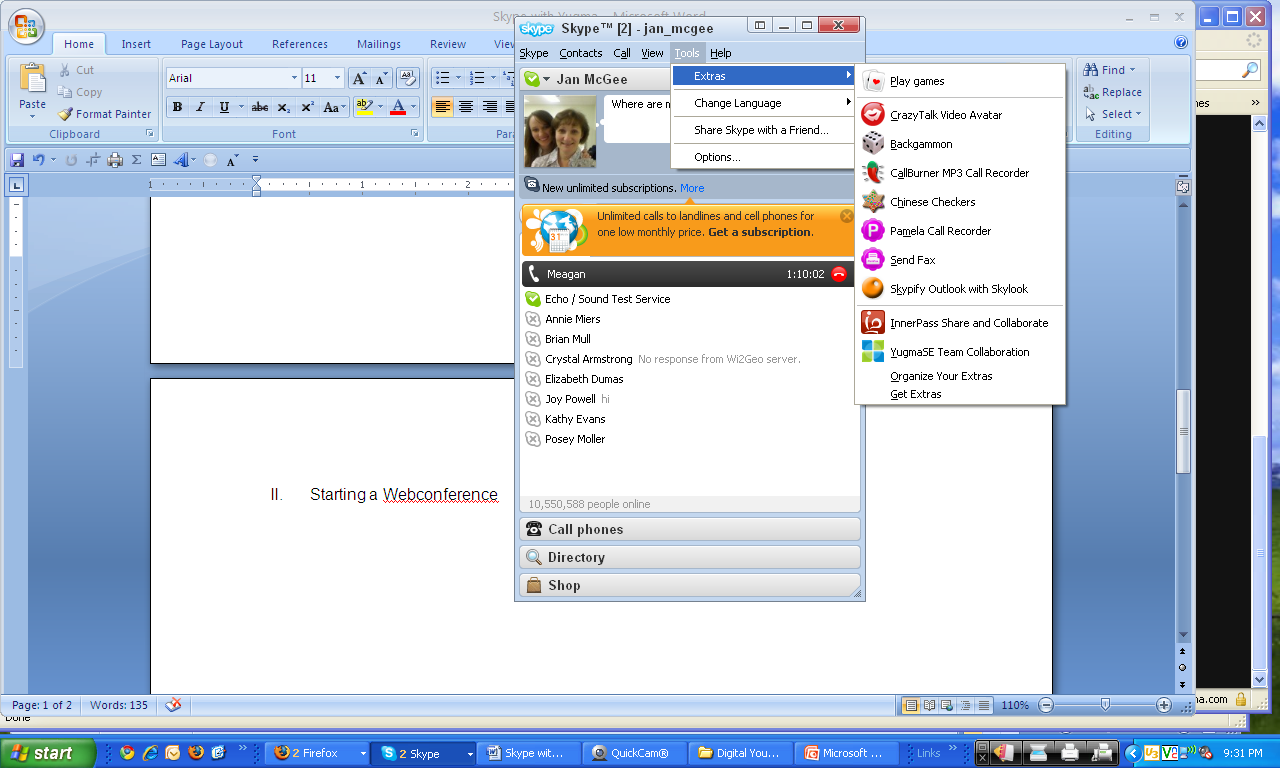
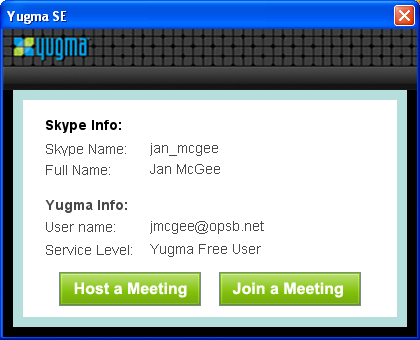
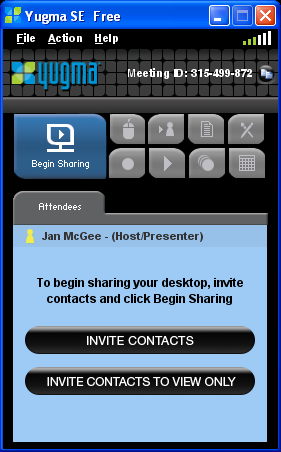
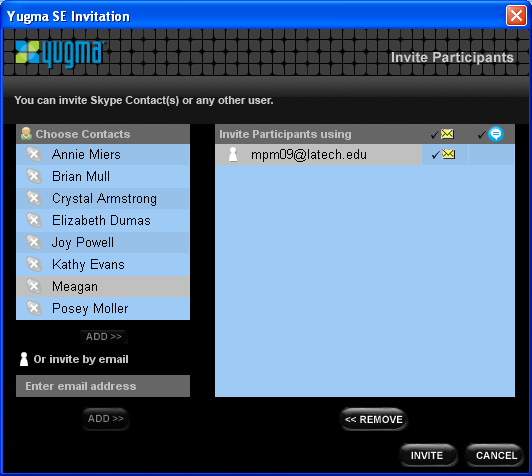
**Skype with Yugma**

Yugma free web conferencing allows anyone, anywhere to instantly share their desktop and ideas online with others. Yugma, pronounced "yoog-ma", is a Sanskrit word that describes the state of togetherness.

Connecting to Yugma through Skype provides videoconferencing for up to 20 participants as well as desktop sharing, document sharing, audio, and video.

1. Installing **Yugma**
   1. Go to [**https://www.yugma.com/**](https://www.yugma.com/)
   2. Select the middle column **“Yugma Pro.”**
   3. Scroll to the bottom of the middle column and locate the “**Get Yugma for Skype” button.**
   4. Install **Yugma**.You may be prompted during installation to install Java. Be sure to install the latest version of Java.
2. **Hosting a Webconference**
   1. Open **Skype**. Go to **“Extras”** > **YugmaSE Team Collaboration**
   2. The Yugma screen will open. Choose **“Host a Meeting”**
   3. The Yugma meeting screen will open. Click “**Begin Sharing,”** then **“Invite Contacts.”**
   4. You may invite participants by selecting contacts through Skype or by sending an invitation through email. Type in each email address, click **“Add,”** and then click **“Invite.”**
   5. The participants will receive an email invitation which contains a link to the Yugma meeting.
   6. The participant(s) may click the link to join the meeting. The webcam will provide the video and audio to conduct the conference. Participants will be able to communicate through the webcams while viewing the presenter’s desktop, websites, and/or applications.
   7. Participants may also join the meeting by going directly to Yugma and clicking **“Join a Meeting.”**
   8. To join, participants will need the **Meeting ID** at the top of the Yugma meeting screen.
   9. To end the meeting, click **“Stop Sharing” and “File” > “Exit.”**
   10. When the message prompt asks **“Do you want to quit the application,”** click **“Yes.”**